Fiscal Year 2016 State and Regional Primary Care Association (PCA) Cooperative Agreements Non-Competing Continuation Progress Report Frequently Asked Questions (FAQs)

Below are common questions and corresponding answers for the Fiscal Year (FY) 2016 PCA Non-Competing Continuation Progress Report (NCC). New FAQs will be added as necessary, so please check for updates on the PCA NCC Technical Assistance Web page at http://bphc.hrsa.gov/programopportunities/fundingopportunities/pca/index.html.

Table of Contents

Submission Development and Attachments

1. **When can PCAs begin working on the FY 2016 PCA NCC Progress Report?**
   The NCC Progress Report will be available in EHB on October 23, 2015. PCAs will receive notifications when the EHB module is open.

2. **When are the NCC submissions due in the HRSA Electronic Handbook (EHB)?**
   Submissions are due in EHB by 5:00 PM ET on December 11, 2015.

3. **When should Attachments 2-6 be uploaded with the NCC submission?**
   A revised Staffing Plan, Position Descriptions for Key Personnel, Biographical Sketches for Key Personnel, and a Summary of Contracts and Agreements should be submitted if any information related to those topic areas has been updated or changed since the FY 2015 PCA submission. Upload other documents to support the Progress Report in Attachment 6: Other Relevant Documents, as needed.

4. **How is the Staffing Plan (Attachment 2) different from the Position Descriptions (Attachment 3) and Biographical Sketches (Attachment 4)?**
   The Staffing Plan (Attachment 2) is a presentation and justification of any new staff hired to execute the project. Position Descriptions (Attachment 3) and Biographical Sketches (Attachment 4) are focused on new key personnel only. A staffing plan template is available on the PCA TA website.

5. **Who in the organization is considered key personnel for Attachment 3 (Position Descriptions) and Attachment 4 (Biographical Sketches)?**
   Key personnel may include the Chief Executive Officer (CEO) or Chief Financial Officer (CFO), and Program Leads, along with other individuals directly involved in oversight of the proposed project as determined by the organization.

6. **What is the difference between a Position Description (Attachment 3) and a Biographical Sketch (Attachment 4)?**
   A position description outlines the key aspects of a position (e.g., position title, description of duties and responsibilities, position qualifications, salary range, work hours). A biographical sketch describes the key qualifications of a specific individual that make him/her qualified for a position (e.g., past work experience, education/training, language fluency).

Program Narrative Update

7. **What is the purpose of the Program Narrative Update when progress will be reported in the Progress field of the FY 2015 Project Work Plan Progress Report?**
   The purpose of the Program Narrative Update is to discuss broad issues and challenges that have impacted the target audience(s) served and the PCA organization, and to expand upon PCA project details that are not included in the Project Work Plan Progress Report.

8. **Are all parts of the Program Narrative Update required?**
   Yes, PCAs must provide information in response to Parts 1 through 5 of the Program Narrative Update, as described in the PCA NCC Instructions. PCAs must include the table on page 5 of the Instructions in response to Part 2 of the Program Narrative Update to provide updates on the required performance measures (see Question 21 in this document for the list of measures).

9. **What information should I include in the performance measures table under Part 2 of the Program Narrative Update?**
   In the required table, PCAs must include the performance measure data that was submitted in fiscal years 2012, 2013, 2014, and 2015 based on the Performance Profile provided to each PCA each year. In the Current State/Regional Data column, include the data for your state or region as detailed in the new Performance Profiles shared with PCA Project Directors in October 2015. The goal values included in the Goal column should be consistent with those goals recorded in the work plan.

Budget

10. **What are the dates of the upcoming budget period?**
    The FY 2016 PCA budget period will be April 1, 2016 through March 31, 2017.

11. **How much can be requested in the budget?**
    The budget request on the Budget Information: Budget Details form must not exceed the recommended level of support found on line 13 of the most recent Notice of Award (NoA). This amount will be pre-populated on the Budget Information: Budget Details form in EHB.

12. **Does the funding amount listed in the Budget Details form include ongoing HRSA outreach and enrollment (O/E) funding?**
    Yes. HRSA has included O/E funding in base awards to enable PCAs to continue their support of health center O/E efforts.

13. **What should be included in the Budget Narrative?**
    The Budget Narrative attachment should include a line-item budget that explains the amounts requested for each row/line-item in Section B: Budget Categories of the Budget Information: Budget Details form. The Budget Narrative must contain detailed calculations explaining how each line-item expense is derived, including additional details for each staff position supported in whole or in part with PCA cooperative agreement funds (see Question 14 in this FAQ document for details on salary limitations). Refer to the Budget Narrative section of the PCA NCC Instructions for detailed guidance on this required attachment. A sample Budget Narrative is available on the PCA TA website.

14. **Does the federal salary limitation apply to FY 2016 PCA awards?**
    Yes, federal funds may not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II or $183,300. Detailed guidance on the information that must be provided in the Budget Narrative for each staff position supported in whole or in part with federal funds is included in the PCA NCC Instructions.

15. **Should the Budget Information: Budget Details form or the Budget Narrative include non-federal funding (e.g., private grant funding, program income)?**
    No, budget requests should only identify Health Center Program PCA funding. Do not identify other program income/non-federal resources supporting the PCA organization. Similarly, the PCA Project Work Plans and any attachments submitted with the FY 2016 PCA NCC Progress Report should only address activities supported by federal funds under the PCA cooperative agreement.

16. **Does HRSA require PCAs to have an indirect cost rate agreement?**
    No, organizations are only required to have an indirect cost rate agreement if indirect costs are included in the PCA budget. If an organization does not have an indirect cost rate agreement, costs that would fall into such a rate (e.g., administrative salaries) may be charged as direct line-item costs. If an organization wishes to apply for an indirect cost rate agreement, more information is available at http://rates.psc.gov.

    Note that organizations that have an indirect cost rate agreement and include indirect costs in the PCA budget must include a copy of the agreement in Attachment 6: Other Relevant Documents.

Project Work Plan

17. What is the difference between the two Project Work Plans?

The FY 2015 Project Work Plan Progress Report should be used to demonstrate the progress achieved over the past budget year on each activity previously proposed. By contrast, the FY 2016 Project Work Plan provides an opportunity for the PCA to discuss plans for the upcoming budget year by revising/updating the pre-populated information in the Work Plan as needed.

18. What information is used to pre-populate the Project Work Plans?

The Project Work Plans are pre-populated with information pulled from the FY 2015 NCC Progress Reports submitted last year.

19. How should the FY 2015 Project Work Plan Progress Report be completed?

PCAs should report progress on all Project Work Plan activities since April 1, 2015 in the editable Progress field. If no progress has been made for a particular activity, indicate this within the Progress field and provide a brief explanation.

20. How should the FY 2016 Project Work Plan be completed?

Complete the FY 2016 Project Work Plan by revising an editable version of the Project Work Plan completed in FY 2015 to focus only on activities planned for the upcoming year (April 1, 2016 – March 31, 2017).

Note that Progress Reports may be returned to the PCA via a "request change" notification in EHB with a request from your Project Officer for additional clarity or other adjustments regarding the planned activities outlined in the FY 2016 Project Work Plan.

21. What are the required Performance Measures?

The five required Performance Measures are listed below. Detailed descriptions of how each measure is calculated are available in the PCA Performance Measure Definitions document on the PCA TA website.

	Program Requirements Goal
A1	XX% of Health Center Program award recipients with no program conditions on their Notice of Awards (NoAs).
	Clinical Performance Improvement Goals
B1.a	XX% of Health Center Program award recipients that meet or exceed performance on one or more Healthy People 2020 performance measure goal(s).
B1.b	XX% of Health Center Program award recipients with Patient-Centered Medical Home (PCMH) recognition.
	Financial Performance Improvement Goals
B2.a	XX% of Health Center Program award recipients with cost increase less than National average.
B2.b	XX% of Health Center Program award recipients without going concern issues.

22. **Can organizations propose additional performance measures to the Project Work Plan?**
    No, applicants must ensure that all proposed activities align with the existing goals. However, PCAs may add T/TA Focus Areas for the required performance measures.

23. **How should the impact of Activities be measured?**
    To measure the statewide/regional impact of the T/TA Activities, PCAs must monitor their progress toward achievement of the established percentage goals for the end of the project period.

24. **What are the minimum and maximum number of Activities that can be proposed for each T/TA Focus Area?**
    Identify 2 to 5 major Activities for each T/TA Focus Area. For each Activity, identify at least 1 Person/Area Responsible, 1 Time Frame, and 1 Expected Outcome.

25. **How should Expected Outcomes be developed?**
    Identify at least one quantifiable outcome that will result directly from the T/TA Activity (e.g., number of health centers to receive training). Outcomes must be achievable by March 31, 2017.

Funding Restrictions

26. **Are there activities that are ineligible for PCA funding?**
    Yes, PCA funding may not be used for the following activities:
    - Construction/renovation of facilities;
    - Activities not approved under the cooperative agreement;
    - Reserve requirements for state insurance licensure; or
    - Support for lobbying/advocacy efforts.

27. **Can PCA cooperative agreement funding be used to provide education on health centers and health care needs within the state/region?**
    Yes, organizations may propose to engage in educational initiatives (e.g., development of issue briefs) that will be made available to the general public and other stakeholders such as policy makers, health centers, other safety-net providers, community leaders, and potential partners. Materials related to pending or existing legislation cannot be created utilizing federal funding.

28. **Is there guidance on allowable costs related to training and technical assistance events hosted by PCAs?**
    Refer to the following resources:
    - The *BPHC Primary Care Association Guide 2012-2013*: http://www.hrsa.gov/grants/apply/assistance/pca/pcaguide2012-2013.pdf.
    - The *HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications:*

http://www.hhs.gov/asfr/ogapa/acquisition/policies/appropriated-funds-use-for-conferences-meeting-space-6-24-2013.html.

Technical Assistance

29. Who should I contact with questions about the progress report submission?

Refer to the PCA TA website for TA resources, including the NCC Progress Report Instructions, FAQs, and sample documents. PCAs are strongly encouraged to utilize the PCA NCC User Guide, also available on the PCA TA website, for step-by-step instructions on completing the submission in EHB. Organizations may also contact Sarah Costin in BPHC's Office of Policy and Program Development at bphcpca@hrsa.gov.

30. Who should I contact for questions about budget preparation, including eligible costs?

Contact the Grants Management Specialist listed at the bottom of your most recent Notice of Award or Vera Windham in the Office of Federal Assistance Management's Division of Grants Management Operations at vwindham@hrsa.gov.

31. Who should I contact if I encounter technical difficulties in EHB?

Contact the BPHC Helpline Monday through Friday, 8:30 a.m. to 5:30 p.m. ET (excluding federal holidays) at 1-877-974-2742 or submit a Web request: http://www.hrsa.gov/about/contact/bphc.aspx.

32. How will organizations be notified that the NCC was successfully submitted in EHB?

EHB will generate a confirmation page upon successful submission. Organizations are encouraged to print this confirmation page. No email confirmation will be sent.

Note: Progress Reports that do not include all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a "request change" notification in EHB with a request for the missing information. If HRSA does not receive the progress report by the established deadline or receives an incomplete or non-responsive progress report, a delay in NoA issuance or a lapse in funding could occur.